

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

The Housing Authority of the City of Lafayette PHA Plan

Annual Plan for Fiscal Year Beginning 2002

Submitted by:
The Housing Authority of the City of Lafayette
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**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: The Housing Authority of the City of Lafayette

PHA Number: IN071

PHA Fiscal Year Beginning: 4/1/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (b)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This document serves as the Lafayette Housing Authority's (LHA's) annual plan for the City of Lafayette for fiscal year 2003. The LHA submitted an Agency Five Year Plan to HUD in February 2000. Both plans are available for public review at the offices of the LHA.

The LHA administers no units of public housing and 1007 units of Section 8 tenant-based housing. The LHA received an increment of 100 Housing Choice Vouchers in September 2000 and another increment of 100 effective August 1, 2001. These 200 new vouchers represent 2/3rds of the Housing Authority's goal to increase the number of units administered by 300 during the original five-year plan term. The 51 Housing Choice Vouchers originally allocated to the West Lafayette Housing Authority have been reallocated to the Lafayette Housing Authority. This change makes for more efficient use of staff time and resources.

Established in 1975, the agency is overseen by a five-member board that is appointed by the Mayor. Board members serve for four-year terms. The chairperson is elected annually among the board members. The State of Indiana just amended the law regarding the number of commissioners on the Housing Authority Board to seven. Lafayette Housing Authority will comply with this change as soon as inconsistencies in the amendment can be corrected. The Housing Authority has had one commissioner who directly benefits from the Housing Authority's program on the Board since January 2000.

The five-year plan includes the mission and long-range goals of the agency. The annual plan includes the goals and objectives for the coming year. These plans must be submitted to HUD at least 75 days prior to the start of the PHA's fiscal year. Additionally, the PHA conducted a public hearing to discuss the annual plan and no later than 45 days before that public hearing, the agency made the proposed plan available to the public. Finally, the agency took into consideration any comments received before adoption of the final plan.

*In compliance with these public notice requirements, the LHA made its draft available on **October 12, 2001**, and held a public hearing on **November 27, 2001**.*

In brief, the LHA has determined that the Housing Authority administers the Section 8 program in an efficient and well-managed manner. The Housing Authority has made substantial progress in its goals. In its first SEMAP rating the LHA was rated as a 'top performer'.

The Executive Director has worked diligently to find opportunities to make the agency more visible. She has spoken before groups and has worked on a Speaker's Bureau with the local Homelessness Prevention Network.

In addition, the Executive Director was instrumental in bringing "Like Waters Rolling Down", a play on fair housing presented by the Illusion Theater, to Lafayette. Following the performance, she acted as moderator for a panel discussion on fair housing. Panelist included the FHEO Officer of the HUD Field Office, an attorney with the Indiana Civil Rights Commission and members of both Lafayette and West Lafayette's Human Relations Commissions. The question – answer format was informative and members of the audience have approached the Executive Director in doing a similar presentation for local social service staff.

The Executive Director has also participated in a local Latino Roundtable in which the future of the newest members of our community is explored and how our community can embrace and assist them in their new homeland.

This past year the Lafayette Housing Authority also got its website off the ground. The site includes our mission statement and provides basic information about the Section 8 program such as qualifications and the application process. The site also links persons to the HUD website and to lead hazard control sites. It provides an email address for people to contact us. Our general inquiries have increased via this email address. The URL is: <http://www.city.lafayette.in.us/lha/>.

The Agency will continue to work close with other community agencies in its efforts to build cooperative relationships and to enhance communication in

order to better serve the low-income population and to ultimately enhance the well being of the entire community. The LHA will continue to participate on a community wide basis to provide input in community planning.

The Lafayette Housing Authority developed its Section 8 Homeownership policies and have partnered with the Lafayette Neighborhood Housing Services, Inc. to provide the housing counseling and second mortgages to participating households. The first household to be helped with a home purchase through this program closed on their house on November 20, 2001.

As required by the QWRHA, the LHA conducts criminal record checks on all applicants 18 years of age and older and checks the Indiana Criminal Justice Institute's Sexual Offender's Registry.

As this summary indicates, the Lafayette Housing Authority has had a very successful year. The Housing Authority has a dedicated staff and works hard to assure the best administration of the program possible.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 ®]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- A Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- B PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- C Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Attachment D – Section 8 Homeownership Capacity Statement
 - Attachment E – Statement of Progress in Meeting the 5-Year Plan Mission and Goals
 - Attachment F – Resident Membership of the PHA Governing Board
 - Attachment G – Membership of the Resident Advisory Boards

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<i>See Consolidated Plan</i>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
XX	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service &

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type***	Overall	Affordability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	598	5	3	4	4	4	4
Income >30% but <=50% of AMI	924	5	3	4	3	3	4
Income >50% but <80% of AMI	1339	4	2	4	3	3	4
Elderly	3717*	3	3	3	4	1	3
Families with Disabilities	5652**	5	5	3	5	3	4
White	20167**	4	3	3	4	3	4
Black	1585**	5	3	3	4	3	4
Asian	856**	5	3	3	4	4	4
Other Races	162**	5	3	3	4	3	4
Hispanic Origin	295**	5	3	3	4	4	4

* All elderly households regardless of income.

** These are countywide figures and regardless of income.

***These data are based on 1990 census data with an error factor of ~50%. The data is not readily available and has been extrapolated from population data.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004 and 1995-2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1999
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families (As of Oct. 9, 2001)	% of total families	Annual Turnover
Waiting list total	731		
Extremely low income <=30% AMI	~ 688	~94%	
Very low income (>30% but <=50% AMI)	~ 39	~6%	
Low income (>50% but <80% AMI)	0	~ 0%	
Families with children	~ 430	59%	
Elderly families	111	15%	
Families with Disabilities	167	23%	
White	595	81.5%	
Black	128	17.5%	
Asian	4	.5%	
Other	4	.5%	
Hispanic	38	5%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The LHA will continue to work diligently to provide assistance to eligible households in our jurisdiction. The LHA will work with community agencies, landlords, and eligible households to locate and retain affordable housing opportunities throughout the entire jurisdiction.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
Participate in community ventures to further fair housing such as panel discussions; workshops, etc.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,502,891.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
FSS Program Coordinator Grant	\$ 36,567.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Total resources	\$4,539,458.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

The Lafayette Housing Authority is a Section 8 only housing authority.

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

Whether the applicant owes this HA or other HA or landlord money from previous tenancy.

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- ◆ *Current and prior addresses and landlords' names and address, if known. (except in domestic violence or witness protection situations).*
 - ◆ *Eviction history*
 - ◆ *Damage to rental units*
 - ◆ *Other aspects of tenancy history, such as housekeeping or owing the LHA from a previous claim.*

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
- 1.) *As an accommodation the HA will mail applications to elderly and disabled or people residing out-of-state or where all adults work full-time during regular business hours.*
 - 2.) *At the Lincoln Center*
 - 3.) *At the Community and Family Resource Center*
 - 4.) *Wabash Valley Hospital Out-Patient Services*
 - 5.) *Area IV Agency on Aging and Community Action Programs*

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: 1) *If an applicant has submitted a RFTA and the unit can not be approved due to no fault of the applicant and if in the meantime the voucher has expired, the voucher will be extended.* 2) *If the applicant can demonstrate their efforts in locating a unit and their inability to do so, an extension will be granted.* 3) *If a household with a disability or elderly household has difficulty locating a unit within the initial 60 days, an extension will be granted.* 4.)*If a household requiring four or more bedrooms has difficulty locating a unit, an extension will be granted.* 5) *If other circumstances warrant the request, i.e. unexpected hospitalization or death in household, etc.*

(4) Admissions Preferences

- a. Income targeting

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
 Other (list below)

The HA works closely with Neighborhood Housing Services and other social service agencies in town to assure knowledge of availability.

4. PHA Rent Determination Policies

[24 CFR Part 903.79 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

The Lafayette Housing Authority is a Section 8 only housing authority.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

Due to the presence of Purdue University, the rents in West Lafayette tend to be considerably higher than in Lafayette and the surrounding jurisdiction. HUD approved exception rents for 1 and 2 bedroom units in West Lafayette in June, 1999. The FMRs have not yet caught up with the exception rents and so they are still in effect.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	951	257
Section 8 Certificates	56	13
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

In addition to having a hearing before the Hearing Officer, if the participant is unsatisfied with the results of the informal hearing, the participant may appeal again and have an informal hearing before a member of the Board of Commissioners.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

The Lafayette Housing Authority is a Section 8 only housing authority.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

The Lafayette Housing Authority is a Section 8 only housing authority.

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

The Lafayette Housing Authority is a Section 8 only housing authority.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

The Lafayette Housing Authority is a Section 8 only housing authority.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

The Lafayette Housing Authority is a Section 8 only housing authority.

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

The LHA developed a policy for the Section 8 Homeownership program and is working in partnership with Lafayette Neighborhood Housing Services, Inc to provide the housing counseling and second mortgages for the program. It is hoped that the first household will close on a house by the end of FY 2002.

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/09/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation

- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self-Sufficiency</i>	<i>90</i>	<i>Specific criteria</i>	<i>HA main office and Family Services, Inc. office</i>	<i>Section 8</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants
Section 8	47	90

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

The Lafayette Housing Authority is a Section 8 only housing authority.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached as Attachment (File name)
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
 - a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)
 - b. Eligible candidates: (select one)
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

As a Section 8 only HA and without any organized participant group, the HA solicits names for consideration for the position on the Board of Commissioners. The final selection will be made by the Mayor, as is done for all Commissioner positions.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction:

Lafayette and West Lafayette Consolidated Community Development Plan

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Continue to work with other community agencies to provide affordable housing and efforts towards self-sufficiency.

Continue the implementation of the Section 8 Homeownership Program

Apply for additional Section 8 Housing Choice Vouchers if available.

- Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan describes the relatively low percentage of homeownership in the jurisdiction and the need to provide opportunities for homeownership, especially for the low and moderate-income households.

The Consolidated Plan also addresses the needs of the low and moderate-income households and their difficulty in locating affordable housing. It discusses how the need exceeds the supply of affordable housing.

The plan points out particular difficulty in locating affordable housing in West Lafayette.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

20. Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)]:

At this time the Lafayette Housing Authority will use the HUD definition.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

ATTACHMENT A

The Housing Authority of the City of Lafayette is a Section 8 only agency and therefore does not have an Admissions Policy for Deconcentration. However, the Housing Authority encourages participation in areas without low income or minority concentration. In the Administrative Plan for the Section 8 program, this is reflected in Chapter 1, B. Local Objectives; G. Fair Housing Policy; N. Owner Outreach; and in Chapter 8, C. Encouraging Participation in Areas Without Low Income Or Minority Concentration.

ATTACHMENT C

COMMENTS OF RESIDENT ADVISORY BOARD, BOARD OF COMMISSIONERS, AND PUBLIC HEARING

RAB - October 17, 2001

None received

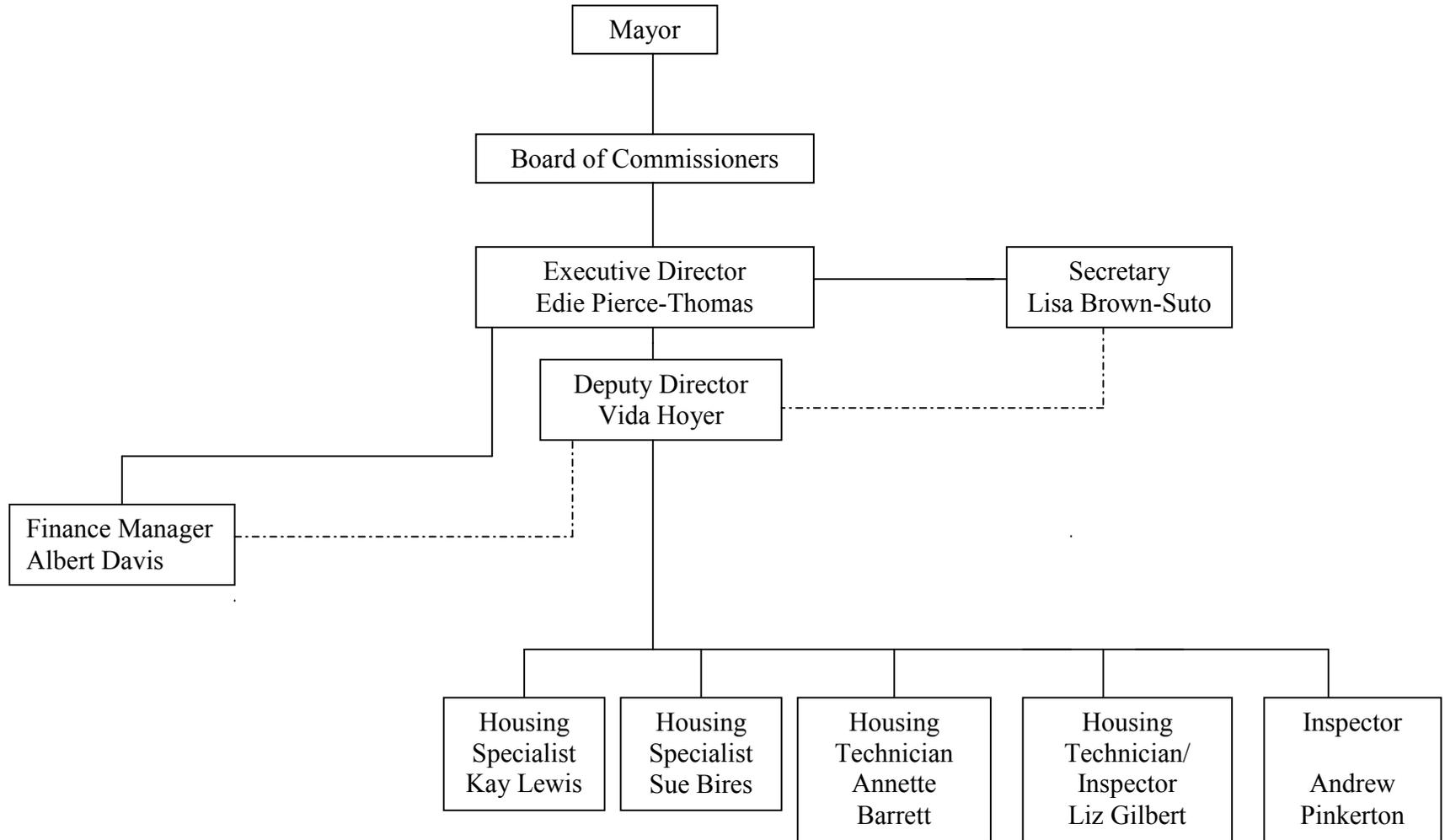
Board of Commissioners – October 22, 2001

It was suggested to change 3.B.(1)a, Section 8 Eligibility to the first option listed from the second option listed, that the LHA screens for criminal or drug-related activity only to the extent required by law or regulation. This was done.

Public Hearing – November 27, 2001

None received

ATTACHMENT B
Lafayette Housing Authority
Organizational Chart



KEY: Dashed line indicates supervision by Deputy Director in the absence of Executive Director

ATTACHMENT D

Section 8 Homeownership Capacity Statement

The Lafayette Housing Authority plans to develop a Section 8 Homeownership Program during its FY 2002. The LHA has chosen to demonstrate its capacity to administer such a program by establishing a minimum homeowner downpayment requirement of at least three percent (3%) and requiring that at least one percent (1%) of that downpayment come from the family's personal resources.

ATTACHMENT E

Year 2

Statement of Progress in meeting the 5-Year Plan Mission and Goals

PHA Goal: Apply for additional rental vouchers: Objectives:

Increase by at least 100 vouchers in year 1; 100 by year 3; and 100 by year 5.

The LHA applied for 100 Fair Share Vouchers in April 2000 and was awarded all 100 in September 2000. The LHA applied for another 100 vouchers in February 2001 and was awarded all 100 in August 2001. We accomplished the sub-part of this goal one year early. We plan to apply for the last 100 when another Fair Share NOFA is available.

PHA Goal: Improve the quality of assisted housing. Objectives:

Improve voucher management: (SEMAP score): Obtain a SEMAP score during year 1.

This goal was not accomplished as HUD has delayed the SEMAP scoring timeline. The LHA electronically submitted its SEMAP certification within the timeframe established by HUD for FY2001. On October 30, 2001 the LHA received its first SEMAP rating. The LHA has been rated a *high performer*.

Concentrate of efforts to improve specific management functions: During year 1 upgrade tenant software to a Windows version.

As of this writing, the LHA's software vendor does not have a Windows version available yet, however, the LHA upgraded from version 3 to version 5 of the software, which is the most recent version available. LHA 'went live' on the tenant software 8/1/2000; on financials on 10/1/2000. The rent reasonableness module has not functioned properly and is not currently being used.

Provide replacement vouchers: When called upon by HUD to do so.

To date no conversions have taken place in our jurisdiction but the LHA is prepared to take on conversions should they occur.

PHA Goal: Increase assisted housing choices. Objectives:

Provide voucher mobility counseling. Integrate the counseling into the briefing and recertification interviews year 1 and 2.

During briefings staff discusses portability with the new voucher holders.

Conduct outreach efforts to potential voucher landlords: At least 2 opportunities during each year that will service to inform potential landlords.

A landlord workshop was held in 11/2000. Potential landlords as well as landlords already participating on the program are invited to these meetings. The Executive director met with Realtors on September 11, 2001. Staff meet with any landlord seeking information about Vouchers.

Implement Voucher homeownership program:

The LHA has developed a homeownership policy, which was approved by the Board of Commissioners in March 2001. The LHA has patterned the program after the Nashville, TN's program. The first household to close on a house happened November 20, 2001.

Other: Partner with other agencies to provide additional opportunities.

LHA entered into a MOA 4/2000 with Lafayette Neighborhood Housing Services to provide housing counseling to all Section 8 participants and specifically to do pre- and post-homeownership counseling for the Section 8 homeownership program. In addition, they provide second mortgages for the participants.

PHA Goal: Provide an improved living environment. Objectives:

Implement standard operation procedures to educate and inform households of housing opportunities outside concentrated poverty areas.

The briefing and the briefing packet have been updated to include more about such opportunities. The Executive Director spoke out in support of a human relations ordinance for the entire county during the public hearings. She has since been appointed to the first Tippecanoe County Human Relations Commission in which cases of alleged discrimination will be heard.

PHA Goal: Promote self-sufficiency and asset development of assisted households.

Objectives:

Provide or attract supportive services to improve assistance recipients' employability. Establish partnership with Workforce Development and other agencies that work to help people become more employable.

LHA has developed such a relationship. In addition, the Executive Director sits on the Youth Council of the Workforce Investment Board (WIB).

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing. LHA has partnered with agencies that help participants with such issues, i.e. Legal Services. The Executive Director spoke out in support of a human relations ordinance for the entire county during the public hearings. She has since been appointed to the first Tippecanoe County Human Relations Commission in which cases of alleged discrimination will be heard.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing.

Objectives: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability. Make available language interpreters as needed.

Explore the need for Spanish speaking staff person during year 1 and 2.

The LHA arranged for a Spanish speaking interpreter for one of the Section 8 participants. One person on the program that requires an interpreter and one that has just applied for the program does not warrant to expense of hiring a Spanish speaking staff person at this time.

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: Continue to provide information to participants about their rights. Meet with landlords that may be violating fair housing laws. As needed, ban landlords from the program that violate fair housing laws. Partner with agencies that help participants with such issues, i.e. Legal Services.

The Executive Director spoke out in support of a human relations ordinance for the entire county during the public hearings. She has since been appointed to the first Tippecanoe County Human Relations Commission in which cases of alleged discrimination will be heard. The Executive Director also sits on the Advisory Council for Legal Services, Inc. Staff has met with landlords as needed regarding potential problems. Staff also refers participants to the Indiana Civil Rights Commission. Staff provides information to landlords in the Landlord Handbook and at the Landlord Workshop.

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

The LHA works closely with the social service agencies in our community to ensure access for disabled households.

ATTACHMENT F

Resident Membership of the PHA Governing Board

Participant Board Member:	Kelli Page-Conner
Method of Selection:	Appointment by Mayor
Term of Appointment:	Expires 12/31/2003
Appointing Official:	Mayor David Heath

ATTACHMENT G

Membership of the Resident Advisory Board/s

As a Section 8 only agency, there is no formal resident council. Thus, to fulfill the requirement of a RAB, for year 1 the LHA sent out letters to participants asking for people interested in serving on such a committee. Four participants responded. Letters were sent to these four participants inviting them to participate. Two of these participants attended. Their input was recorded and subsequently considered.

In order to obtain more input from participants, the E.D. attended some of the required monthly group meetings of the FSS program and asked for and obtained input. This input was also duly recorded and subsequently considered.

For year 2, a similar approach was been used. The remaining three participants of the original four participants who had indicated an interest in serving on the committee were invited to participate again. The E. D. again attended the monthly FSS group meetings for input. In addition, participants were given a letter of invitation to participate when they came in for their recertification appointments. One person attended.

For year 3, a slightly altered approach was taken. Letters were given to participants as they came in for their recertification appointments. Letters were also given to the FSS participants at their monthly mandatory meetings.

The following participants attending meetings and provided input accordingly:

Suzanna Antibus

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